

# JOB OPPORTUNITY ANNOUNCEMENT

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 016/2012

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** Security Investigator, FSN-07; FP-07  
**OPENING DATE:** November 29, 2012  
**CLOSING DATE:** December 13, 2012  
**WORK HOURS:** Full-time, 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office

*NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.*

The U.S. Embassy in Brazzaville is seeking an individual for the position of Security Investigator in the RSO section.

### BASIC FUNCTION OF POSITION

Serves as Foreign Service Investigator at Post. Performs sensitive background, employment, criminal and security investigations as directed by the Regional Security Office (RSO). Responsibilities also include all security related duties as directed by the RSO, encompassing the security and safeguarding of the US Mission Personnel and Property.

### QUALIFICATIONS REQUIRED

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

#### 1. Education

Bachelor Degree (or equivalent) in law enforcement, criminal justice, investigative, police or military sciences.

#### 2. Prior work experience

Two years of progressive responsible experience in investigatory work in private, corporate, police or military organization is required.

#### 3. Language requirements

Level III (Good Working Knowledge) English and French ability is required. **English skills will be tested.**

#### 4. Knowledge:

Working knowledge of Foreign Affairs Manual pertaining to security and all pertinent instructions and procedures of the Bureau of Diplomatic Security (DS). Knowledge of the techniques for investigations, local laws, local procedures and methods of conducting interviews is required.

#### 5. Skills and abilities

Driver's license is required. Must be able to distinguish fact from opinions and be able to report facts in articulate, logical and concise manner.

Must be able to prepare reports of investigations to be used by the RSO or Department. Must be able to effectively communicate with others in order to gain their confidence and cooperation. Must be able to use Windows-based operated system for the preparation of reports, spreadsheets and emails. **Computer and Driving skills will be tested.**

### **SELECTION PROCESS (FOR ALL POSITIONS)**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-0174) or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-Ville.

E-mail: [BrazzavilleHR@state.gov](mailto:BrazzavilleHR@state.gov)

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 /06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

### **CLOSING DATE FOR THIS POSITION: DECEMBER 13, 2012**

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.